



# St Paul with St Luke CofE Primary School

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## Health and Safety Policy 2023 - 2024

May 2023

Version no	Amendments	Approval date
1	Adapted LBTH policy, Health And Safety Monitoring And Inspection, First Aid And Medication, Accident Reporting Procedures, Blood Borne Viruses, Grounds And Tree Management, Statutory Compliance, COVID 19 Coronavirus	 BENJAMIN ROACH May 23

## **HEALTH AND SAFETY STATEMENT FOR SCHOOLS**

Under the Health and Safety at Work Act, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.

Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.

The safety policy should be signed and dated by the Head of School and Governor on behalf of the Governing Body.

### **Structure of a Health and Safety Policy**

#### **Part 1: Statement of Intent**

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

#### **Part 2: Organisation (roles and responsibilities)**

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors;
- Head of School;
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, Site Managers, Caretakers etc and
- Other employees (both teaching and non-teaching) and any volunteers.

The procedures for joint management / employee consultation should be detailed. The Health and Safety is included regularly at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

It should be decided whether you require a safety committee in the establishment. Where such a committee exists, then you should describe briefly its constitution and functions.

#### **Part 3: Arrangements**

The Arrangements section details how the standards identified in the statement of intent are met by detailing the local procedures in place for controlling significant risks. This makes it clear to staff what their roles and responsibilities are.

The model policy, outlines some of the key areas in which it would be helpful to make a clear statement of local arrangements, each establishment should ensure this is customised to fit their individual circumstances. Not all may be relevant to your school.

## Arrangements for policy review

Governors are required to take steps to ensure that they are kept informed of the LBTH advice and guidance on health and safety matters.

It is recommended that health, safety and welfare is a regular, termly item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors e.g. premises or resources etc.

Establishments should review and revise as necessary their Health and Safety policy annually.

The policy should be communicated and made available to all staff and others as necessary.

The policy should be included in the induction process for staff and others.

## Important legislation

### The Health and Safety at Work etc Act 1974

The Health and Safety at Work etc. Act, 1974 (HSWA) requires employers to provide a safe place of work that is without risk to health and to ensure the health and safety of others who may be affected by their undertakings.

### General duties

General duties 2 (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees and maintenance of:

- (a) Safe plant and safe systems of work;
- (b) Safe handling, storage, maintenance and transport of work articles and substances;
- (c) Necessary information, instruction, training and supervision;
- (d) A safe place of work, with safe access and egress; and
- (e) A safe working environment with adequate welfare facilities.

**Section 2:** organisations with five or more employees must produce a health and safety policy; statement of intent, organisation structure and arrangements for carrying it out.

Section 2 (4 – 7): consult with recognised Trade Union appointees. See the Safety Representatives and Safety Committees Regulations 1997.

Section 37: Proceedings against Director, Manager, Secretary or other similar official: will require proof of the following key elements.

- That an offence has been committed under any of the relevant statutory provisions by the Local Authority (LA) or Governing Body.
- That an offence has been committed with the consent or connivance of or has been attributed to any neglect on the part of the accused.
- The person accused in this context is a member of the Local Authority or Governing Body or other similar officer, or a person purporting to act in any such capacity, or a member of a body corporate whose affairs are managed by its members.

### **The Management of Health and Safety at Work**

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities.

Employers must also make arrangements to ensure the health and safety of the workplace, including making arrangements for emergencies, adequate information and training for employees and for health surveillance where appropriate.

Employees must work safely in accordance with their training and instructions given to them. Employees must also notify the employer or the person responsible for health and safety of any serious or immediate danger to health and safety or any shortcoming in health and safety arrangements.

Please note that the Management of Health and Safety at Work Approved Code of Practice (ACOP – L21) has been withdrawn and is no longer available. Advice and guidance can be sought from the Corporate Health and Safety Team. The HSE has also produced a suite of guidance, which provides targeted information, to include:

[Health and safety made simple: The basics for your business.](#)

[The health and safety toolbox: How to control risks at work.](#)

['Managing for Health and Safety' \(also known as HSG65\)](#)

[The Management of Health and Safety at Work Regulations 1999](#)

### **The Corporate Manslaughter and Corporate Homicide Act 2007**

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on the 6<sup>th</sup> April 2008. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organized results in a person's death. Courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.

An organisation will be guilty of an offence if the way in which its activities are managed or organised causes a death and amounts to a gross breach of a duty of care to the deceased.

A substantial part of the failure within the organisation must, however have been at senior level. Senior level means the people who make significant decisions about the organisation or substantial parts of it e.g. LA and/or Governing Body.

### **The Health and Safety (Offences) Act 2008**

This Act increases the penalties that the courts can impose for breaches of health and safety legislation.

This Act serves to remind everyone of the importance of ensuring that systems for effectively managing health and safety are implemented and the consequences of not doing so.

For offences committed on and after the 12th March 2015 the maximum penalty in the Magistrates court is an unlimited fine or imprisonment for a term not exceeding six months, or both. In the Crown Court, the maximum penalty is an unlimited fine or imprisonment not exceeding two years or both.

### **Further Information**

For further information and guidance you can contact:

- Christopher McGrory Corporate Health and Safety Coordinator Children and Adults Directorates

Tel: 020 7364 2852 [christopher.mcgrory@towerhamlets.gov.uk](mailto:christopher.mcgrory@towerhamlets.gov.uk)

## **HEALTH AND SAFETY POLICY**

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### **St Paul with St Luke C of E Primary School**

#### **PART 1: STATEMENT OF INTENT**

The Governing Body of St Paul with St Luke will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and is saved on the staff shared drive T: 2021-22 policies folder and a reference copy is kept in the staff room. New staff are made aware of it at the induction.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy; and
- CS (Children Services) Health and Safety Policy, Organisation and Arrangements Statement.

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the intranet or contact [christopher.mcgrory@towerhamlets.gov.uk](mailto:christopher.mcgrory@towerhamlets.gov.uk)

Rita Khatun/Ben Roach **Co-Chairs of  
Governors**

Fanoula Smith **Executive Headteacher**/Lauren  
Sharpe **Head of School**

**School Review Date and Governor Sign off: Every 12 months : review due May 2024**

## **PART 2: ORGANISATION**

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As a Voluntary Aided school, the responsibility for health and safety rests with our employer, the Governing Body.

**At school level duties and responsibilities have been assigned to staff and governors as laid out below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head of School or other nominated member of staff reports on health and safety matters and reporting to LBTH, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; In Foundation and Voluntary Aided Schools, then as the employer access to competent H&S advice is a requirement of the Health and Safety at Work etc Act 1974
- Promoting a positive H&S culture and high standards of health and safety within the establishment. The governors may, if they wish chose a nominated governor for Health and Safety.
- Ensuring that when awarding contracts, health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

## **Responsibilities of the Head of School**

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Head of School

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head of School has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to LBTH any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.
- Making regular reports on health and safety matters to the Governing Body;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school
- Ensuring that the curriculum includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments are being revised centrally and will be issued to all the schools.



The Head of School may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Head of School to the Site manager and the School Business Manager.

### **Principal Site Health and Safety Manager (Premises Manager or SBM)**

Apply the school's health and safety policy and be directly responsible to the Head of School for the application of the health and safety procedures and arrangements;

- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure that appropriate safe working procedures are brought to the attention of all staff
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head of School and School Business Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Undertake premises safety inspections. Daily visual inspection, weekly inspection with written notes, monthly inspection with the School Business Manager and / keeping records of any faults identified (if appropriate)
- Twice yearly Safety Committee meeting with SBM, Governor and Head of School
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.

- Ensuring that hazards are removed;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed;

### **Health and Safety Co-ordinator – School Business Manager (SBM)**

The Health and Safety Co-ordinator, in this case the SBM is responsible for the co-ordination of health and safety management throughout the school. If delegated by the Head of School and competent to complete tasks, they should attend appropriate Health and Safety training as required.

The Health and Safety Co-ordinator is responsible for:

- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Having a general oversight of health, safety and first aid matters;
- Making recommendations to the Head of School for matters requiring immediate attention, e.g. changes to legislation or outcomes Head of School on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. daily, weekly, monthly, and keeping records of any faults identified (if appropriate);
- Ensure that all accidents (including near misses) occurring are promptly reported and investigated using the appropriate forms, (school incident form) etc;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure, so far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensuring that all members of staff adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Head of School
- Ensuring that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents.

## **Governing Body**

The Governing Body controls the school premises (subject to the direction of the LA). Governing bodies, to the extent that they control school premises, must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises.

The Governing Body must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

The Chair of the Governing Body should take steps to discharge their own responsibilities for health and safety performance in school. Some of the principle responsibilities are given below:

- Ensure that Head of School has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head of School, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function;
  - time limits set for action;
  - remedial action to deal with the problems identified
  - Identification of any long term action required in order to address underlying causes of problems.
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Head of School by LBTH.
- To provide information to LBTH on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

## **School Governors**

### **Pupil health and safety**

Health and safety responsibilities derive from the [Health and Safety at Work, etc. Act 1974](#) and [Management of Health and Safety at Work Regulations 1999](#).

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires

employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Who is responsible for pupil health and safety?

Responsibility for the health and safety of pupils lies with the Governing Body of the school as the employer of school staff and because it controls school premises.

## **Employers**

The Governing Body is the Employer

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy are listed in [Health and Safety Advice DFE](#). The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The employer has the power to ensure that its health and safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows training is needed the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its schools are complying with its policy.

An LA has no responsibilities for, and no power to intervene in, pupil health and safety in schools where the Governing Body is the employer, except where safety (not health) is threatened by, for example, a breakdown in discipline. See [Health and Safety Advice DFE](#)..

## **Responsibilities of employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work. Comply with the school's health and safety policy and procedures at all times. Report all accidents and incidents in line with the reporting procedure. Co-operate with school management on all matters relating to health and safety
- Report urgent incidents to senior leadership team immediately and complete school incident form found on shared drive/2021-22/policies

- For less serious incidents complete the school incident form and email to Head of School and School Business Manager. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.
- Such risk assessments will be reviewed on a regular basis.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

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Detailed information on Arrangements can be found on the internet under Corporate Health and Safety and from [Christopher.Mcgrory@towerhamlets.gov.uk](mailto:Christopher.Mcgrory@towerhamlets.gov.uk) .

Appendix 1 - Risk Assessments

Appendix 2 - Offsite Visits

Appendix 3 - Health and Safety Monitoring and Inspections

Appendix 4 - Fire Evacuation and other Emergency Arrangements

Appendix 5 - Fire Prevention, Testing of Equipment

Appendix 6 - First Aid

Appendix 7 - Accident Reporting Procedures

Appendix 8 - Health and Safety Information and Training

Appendix 9 - Lone Working

Appendix 10 - Premises Work Equipment

Appendix 11 - Flammable and Hazardous Substances

Appendix 12 - Lifting and Handling

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Appendix 14 - Contractors

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Appendix 27 - New and Expectant Mothers  
Appendix 38 - Managing Violence and Aggression  
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Appendix 30 - Covid 19

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by SBM following guidance from Corporate Health and Safety, and are approved by the Head of School

These risk assessments are available for all staff to view and are held centrally in staff shared T: risk assessments – teaching /non-teaching

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Line Manager or SBM for staff and SENCO or class teacher for pupils.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by subject leaders/class teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use (lesson plans/schemes of work)

Sources of information are:

[Make it safe (5<sup>th</sup> edition) NAAIDT]

[Be Safe! Health and Safety in primary science and technology, 3<sup>rd</sup> Edition ASE, 2001.

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[National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx> ]

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'

<http://www.afpe.org.uk/> ]

<b>OFFSITE VISITS</b>
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All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Services Directorate Outdoor Education Policy. [christopher.mcgrory@towerhamlets.gov.uk](mailto:christopher.mcgrory@towerhamlets.gov.uk) is your contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

[Evolve can be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required]

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Head of School who will check the documentation and planning of the trip and if acceptable will approve the visit.



<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general inspection of the site will be conducted monthly and be undertaken by the Premises Manager and School Business Manager.

The persons undertaking such inspections will note this on the inspections log and report any concerns to the Head of School. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

A named governor Bremila Thavarajah will be involved / undertake an inspection on an **annual** basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Grid for Learning.

Inspections will be conducted jointly with the Premises Manager.

List the forms below in table format of all the inspections, safety tours, audits that are completed and by whom, also list who the owner is of the forms and who the reports are sent to

<b>Checks</b>	<b>Description</b>	<b>Checked by</b>	<b>Reported to</b>
Daily	Visual site inside and out	Premises Manager	Noted in book if needed
Weekly	More detailed visual inside and out	Premises Manager	Noted in log
Monthly	Full inside and out site check	Premises Manager and School Business Manager	Note on log and report issues to Head of School
Annually	Governors H & S audit	Premises Manager and Governor	Full Governing Body
Twice yearly Safety Committee	Review site inspection reports, including actions taken as a result of any incidents or accidents	SPM, School Business Manager, Governor and Head of School	Head of School report to Full governing Body

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The LA has completed fire risk assessments in schools and other CS establishments. All establishments should have an up to date suitable and sufficient risk assessment.

The Head of School is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is located in the fire folder and reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

### Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are explained at induction and a summary is displayed in each classroom, office and other locations around the school.

These procedures will be reviewed at least annually but usually each term.

Emergency contact and key holder details are maintained by School Business Manager/Premises Manager/ Head of School and updated upon review.

### Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff who are fire marshals are made aware of where fire fighting equipment is kept
- **Details of service isolation points** (i.e. gas, water, electricity) see fire log.

- **Details of chemicals and flammable substances on site.** COSHH reports are kept in the Premises Office
- **School site evacuation procedure**
- In the serious event that the school site has to be evacuated, the above procedure for fire evacuation will be followed to ensure everyone is safely out of the building and assembled at the fire assembly point.
- When all the pupils, staff, visitors, parents, governors etc are lined up at the assembly point and accounted for, the chief fire marshal will unlock the gate in the fence and everyone will proceed to the church hall, St Paul's Church Bow Common. If it is not possible to do a role check before evacuating, this will be done immediately on entry to the church.
- The key for the church hall is attached to the fire gate key in the office and a copy in the Head of School's room.
- There will be an annual practice of this procedure.
- The fire marshals will meet after the practice to review any actions that need to be taken to improve the procedure.
- The Head of School will report to the governors.

<b>FIRE PREVENTION, TESTING OF EQUIPMENT</b>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. This test will occur on no set time or day.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Dela Fire.

A fire alarm maintenance contract is in place with Dela Fire and Security and the system tested 4 times a year.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Dela Fire and Security undertakes an annual maintenance service of all fire fighting equipment.

The Premises Manager checks weekly that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging or replacing should be taken out of service and reported direct to Dela Fire.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation weekly in house by Premises Manager recorded as weekly flick tests in the fire safety log and twice yearly by Dela Fire.

Test records are located in the site's fire safety log book.

**MEANS OF ESCAPE**

Daily the Premises Manager checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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First aid boxes are located at the following points:

- Every classroom
- Father Duncan Ross Room
- Staff Room

The Receptionist is responsible for regularly checking that the contents of first boxes and they are complete and replenished as necessary.

The following staff are available to provide first aid.

<b>Staff Name</b>	<b>First Aid Type</b>
Amina Begum	Essential First Aid
Angela Bradley	Essential First Aid
Angela Donaldson	Essential First Aid
Craig Roast	First Aid In School
Helen Porter	Essential First Aid
Jacqui Brown	Paediatric
Justine Heatley	First Aid In School
Karolina Malejka	Emergency First Aid
Kerry Cohen	Paediatric
Kerry Cohen	First Aid at Work
Ketut Porda Susianta	First Aid at Work
Meena Khanom	Emergency First Aid
Megan Brady	Paediatric
Nabila Begum	First Aid In School
Natalie Barry	First Aid In School
Priyaporn Yaibua	Essential First Aid
Rayhana Begum	Essential First Aid
Rukshana Farbin	Essential First Aid
Sabina Yasmin	Essential First Aid
Safia Dimsdale	First Aid In School

The School Business Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave. Transport to hospital: If the first aider or Head of School considers it necessary, the injured person will be sent directly to the hospital (normally by ambulance). Parents and/or guardians will

also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head of School. Records of administration will be kept by the school office. No member of staff should administer any medicines unless a request form has been completed by the parent / guardian. All medications kept in school are stored in the school office with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, creams etc. spares will be kept in the school office. Epi-pens and asthma pumps are kept with the child in the class and are clearly labelled, they are taken out to the playground and on trips.

Health Care Plans Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are to be reviewed annually by the School Nurse and written precautions / procedures made available to staff. Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

<b>ACCIDENT REPORTING PROCEDURES</b>
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In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms. (AIR accident and School incident report forms)

Air forms are completed on line

[https://forms.towerhamlets.gov.uk/en/service/accident\\_and\\_incident\\_report](https://forms.towerhamlets.gov.uk/en/service/accident_and_incident_report)

- An accident book located outside the Head of School's office is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets
- A staff accident log is kept in the Finance Office.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head of School, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator 020 7364 2852 or 020 7364 5008. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within **15 days** of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form.

The quickest way of doing this is by completing the AIR form and emailing it to [healthandsafety@towerhamlets.gov.uk](mailto:healthandsafety@towerhamlets.gov.uk)

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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The full Governing Body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### **Communication of Information**

The Health and Safety Law poster is displayed in the staff room.

The Children Services Health and Safety Coordinator, Tel: 020 7364 2852 will provide competent health and safety advice.

### **Health and Safety Training**

Health and safety advice will be provided and documented for all new employees as part of their induction.

The Head of School is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the SBM who is responsible for co-ordinating health and safety training needs.

The Head of School will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School's/ Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence



<b>LONE WORKING</b>
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Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head of School's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited. In most circumstances visits should be done by two staff.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".  
In the event of a member of staff undertaking a home or other visit unaccompanied, the following procedure will be followed:
  - The staff member will take their own phone with contact numbers for members of SLT including the DSL, in case of an emergency (for example walking bus to after school club)
  - Ensure school office has up to date phone numbers for staff mobiles in case of an emergency
  - Complete a diary entry form in advance, or if completing a diary form on the day of the visit, hand the form to a member of the office team so that the visit is written in the school diary immediately

**PREMISES AND WORK EQUIPMENT****Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept in the Premises Manager's Office.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report to Premises any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**Curriculum areas**

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical safety**

All staff should check prior to use, the condition of plugs, cables and electrical equipment and conduct a quick visual inspection. Any damage should be reported. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the Premises Manager.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

**External play equipment**

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and the Premises Manager/SBM will conduct a formal monthly inspection of the equipment. PE and Play equipment is subject to an annual inspection by GYM Fix team Services.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the COSHH Regulations).

The Premises Manager is responsible for substances hazardous to health.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Suppliers, these are adapted to suit specific use of material on site)
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to SBM and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

**Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

<b>ASBESTOS</b>
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It is the school's policy that the London of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in Premises Manager's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

A formal asbestos inspection is completed every 5 years.

The Head of School shall ensure:

- The asbestos log is maintained and that any changes are notified to the SBM and Head of School.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- A risk assessment is carried out on any materials containing asbestos.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of School with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.**

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the LA for advice

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager.

## CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to School Office where they will be asked to sign the visitors' book and wear an identification badge and a school visitor's badge. If children are present and are to work unsupervised, they will be required to provide DBS clearance. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **School managed projects**

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head of School who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

Where possible, the school uses LDBS or LBTH approved contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non registered contractors are used the Premises Manager and School Business Manager will ensure appropriate checks are made.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

## WORKING AT HEIGHT

It is the school's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Contractor is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- The height of the task; the duration and frequency; and
- The condition of the surface being worked on. However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

### Competence

The Contractor must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Premises Manager or School Business Manager should seek advice from the Corporate Health and Safety team or LDBS support (Glennies)

Staff using steps or ladders must report they are doing so to the Premises manager or School Business Manager and must refer to risk assessment.

### Must dos

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- Prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- Do as much work as possible from the ground;
- Ensure workers can get safely to and from where they work at height;
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- Make sure you don't overload or overreach when working at height;
- Take precautions when working on or near fragile surfaces;

- Provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

### **Safe Use of a Ladder**

- Suitable access is provided where appropriate;
- All ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- Ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- Where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- Ladders are only used on a surface that is flat and in good condition;
- Ladders are secured when in use; either at the top or bottom; and
- An arrangement is in place for the suitable storage of ladders.

### **Roof Work**

The Premises Manager or SBM IN consultation with the LDBS (Glennies) is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- A Permit To Work (PTW) must be put in place;
- A suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the LDBS ( Keith Johnson )
- Anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- Prohibition on lone working.

For further information, relating to the PUWER or the Management of Contractors refer to the relevant section of this Policy.



<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars, Senior leadership team etc should have an assessment.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Schools should have a trained DSE assessor to complete and manage and monitor DSE assessments

Advice on the use of DSE is available from Corporate Health and Safety team.

<b>TRAFFIC MANAGEMENT</b>
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It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled.

This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

The Premises Manager is responsible for:

- Upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park
- Location and maintenance of road and pedestrian traffic safety signs;
- Lighting for road and pedestrian routes;
- Routine safety checks and inspections;
- Suitable gritting of these routes both internally and externally;
- Provision of suitable signage;
- Parking bays for persons with a disability; and
- Liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

**Speed limit**

- The maximum speed limit in the school is 5mph.

**Vehicle escort**

All vehicles entering the school other than the carpark will require an escort, the escort must:

- Maintain visual contact with their driver;
- Assist drivers carrying out reversing manoeuvres;
- Do not walk or stand directly in front or behind vehicles; and
- Do not assist drivers, vehicle or plant operators in manual handling operations.
- Enter school via KS2 playground gates

<b>STRESS / WELLBEING</b>
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The school and Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

The HSE Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

**Useful link**

<http://www.hse.gov.uk/stress/standards/index.htm>

Staff who feel symptoms of stress are encouraged to speak to their Line Manager, SBM or Head of School and will be dealt with sympathetically. Sickness review meetings are held where stress may be a factor. Staff can be referred to Occupational Health and to the school's counselling service.

<b>PLAY SAFETY</b>
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The following should be arranged and managed by the School Premises Manager/SBM

Daily Recorded Site Inspections to ensure that visual checks completed and weekly inspections are recorded:

- Play equipment is not damaged;
- Play equipment is free of algae, weeds etc.;
- There are no potentially dangerous trees (e.g. broken or dead branches);
- There are no accessible drains or damaged drainpipes;
- Sheds and other storage areas are secured so children may not get unauthorised access;
- All rubbish has been removed – in particular sharps such as hypodermic needles;
- Dead animals are removed;
- Vermin control boxes are suitably stocked and have not been tampered with;
- Fences are intact and secure (including around ponds); and
- No potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves. Laburnum, bind weed or Chinese knotweed etc.

**General advice**

- Any pooling water following rainfall or leaks should be cleared or cordoned off.
- Where there may be ice or snow, clear paths should be made using grit/salt and shovelling should be carried out as necessary to reduce the level of water.
- Safety checks of trees should be made by a professional arboriculture specialist. For further information, relating to Grounds Management refer to the relevant section of this Policy.
- Ponds and other water features should be cleaned annually or more frequently.
- We advise that all ponds are fenced and locked to ensure total access control is achieved with appropriate supervision in place at all times.

- Attention should be given to ensure that any pesticides used on sports fields or cleaners/Algaecides used on playground equipment are not accessible to children either before or after application.

### **Weekly recorded checks – play equipment**

All play equipment should be visually inspected for any damage; this should be recorded with detailed action completed.

### **Annual outdoor play equipment inspections**

Annual Outdoor Play Inspection should be undertaken by Qualified Inspector.

All outdoor equipment/areas should have a full annual inspection by a qualified RPII Inspector, and to ensure that **ALL** actions are completed within the recommended timescale.

### **Useful link**

Register of Play Inspectors International <http://www.playinspectors.com/>

## BLOOD BORNE VIRUSES

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

### **Staff immunisation**

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff should be advised to check they have had childhood inoculations. Staff are strongly advised to take up adult vaccinations such as flu and covid 19 as advised by their doctor.

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

### **Preventing or controlling the risk**

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;
- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them;

- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits; and
- Dispose of contaminated waste safely.

### **Coughing and Sneezing**

Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

### **Handwashing**

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- Use soap and water, under running warm water;
- Wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- Rub hands together for at least 10 – 15 seconds; and
- Rinse and dry hands; if towels are used these should be disposable.

### **Cleaning**

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, COSHH, correct decontamination of cleaning equipment.

Monitor cleaning contracts and ensure cleaners are appropriately trained with access to Personal Protective Equipment PPE.

### **Cleaning of blood and body fluid spillages**

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.



## **Personal Protective Equipment (PPE)**

Disposable non powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids. (E.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

For further information, relating to PPE refer to the relevant section of this Policy.

## **Laundry**

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash fabric will tolerate. Wear PPE when handling soiled linen. Soiled children's clothing should be bagged to go home, never rinse by hand.

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturers recommendations.

## **Clinical waste**

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

## **Immediate action to take after exposure to blood or other body fluids**

If you are contaminated with blood or other body fluids, take the following action without delay:

- Wash splashes off your skin with soap and running water;
- If your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- Wash out splashes in your eyes using tap water or an eye wash bottle, and
- Your nose or mouth with plenty of tap water, do not swallow the water;
- Report the incident to your line manager or other manager; and
- **Immediately** go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;
- School Office to organise transport for the employee to the A&E department;
- Office to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and

- Record the incident on the LA's AIR form and follow the LA's Accident and Incident reporting procedure in this policy.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
> <b>Athlete's foot</b>	> None.
> <b>Campylobacter</b>	> Until 48 hours after symptoms have stopped.
> <b>Chickenpox (shingles)</b>	> Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  > A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
> <b>Cold sores</b>	> None.
> <b>Respiratory infections including coronavirus (COVID-19)</b>	> Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
> <b>Rubella (German measles)</b>	> 5 days from appearance of the rash.
> <b>Hand, foot and mouth</b>	> Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
> <b>Impetigo</b>	> Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
> <b>Measles</b>	> Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
> <b>Ringworm</b>	> Exclusion not needed once treatment has started.

<p>➤ <b>Scabies</b></p>	<p>➤ The infected child or staff member should be excluded until after the first treatment has been carried out.</p>
<p>➤ <b>Scarlet fever</b></p>	<p>➤ Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.</p>
<p>➤ <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b></p>	<p>➤ None (not infectious by the time the rash has developed).</p>
<p>➤ <b>Bacillary Dysentery (Shigella)</b></p>	<p>➤ Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.</p>
<p>➤ <b>Diarrhoea and/or vomiting (Gastroenteritis)</b></p>	<p>➤ Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>➤ For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>➤ If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<p>➤ <b>Cryptosporidiosis</b></p>	<p>➤ Until 48 hours after symptoms have stopped.</p>
<p>➤ <b>E. coli (verocytotoxigenic or VTEC)</b></p>	<p>➤ The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.</p>

<p>➤ <b>Food poisoning</b></p>	<p>➤ Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).</p>
<p>➤ <b>Salmonella</b></p>	<p>➤ Until 48 hours after symptoms have stopped.</p>
<p>➤ <b>Typhoid and Paratyphoid fever</b></p>	<p>➤ Seek advice from environmental health officers or the local health protection team.</p>
<p>➤ <b>Flu (influenza)</b></p>	<p>➤ Until recovered.</p>
<p>➤ <b>Tuberculosis (TB)</b></p>	<p>➤ Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.</p>
<p>➤ <b>Whooping cough (pertussis)</b></p>	<p>➤ A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.</p>
<p>➤ <b>Conjunctivitis</b></p>	<p>➤ None.</p>
<p>➤ <b>Giardia</b></p>	<p>➤ Until 48 hours after symptoms have stopped.</p>
<p>➤ <b>Glandular fever</b></p>	<p>➤ None (can return once they feel well).</p>
<p>➤ <b>Head lice</b></p>	<p>➤ None.</p>
<p>➤ <b>Hepatitis A</b></p>	<p>➤ Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.</p>
<p>➤ <b>Hepatitis B</b></p>	<p>➤ Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local</p>

	health protection team for more advice if required.
> <b>Hepatitis C</b>	> None.
> <b>Meningococcal meningitis/ septicaemia</b>	> If the child has been treated and has recovered, they can return to school.
> <b>Meningitis</b>	> Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
> <b>Meningitis viral</b>	> None.
> <b>MRSA (meticillin resistant Staphylococcus aureus)</b>	> None.
> <b>Mumps</b>	> 5 days after onset of swelling (if well).
> <b>Threadworm</b>	> None.
> <b>Rotavirus</b>	> Until 48 hours after symptoms have subsided.

### Location of the local NHS Trust

Prompt advice from a medical doctor is very important, to enable any treatment that is appropriate following the risk of infection with a BBV to be started quickly.

For this reason, staff should go **immediately** to the Royal London Hospital Accident and Emergency Department

### Aftercare

Occupational Health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).

### Useful links

[www.hpa.org.uk](http://www.hpa.org.uk)•[www.dh.gov.uk](http://www.dh.gov.uk)•[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)•[www.wiredforhealth.gov.uk](http://www.wiredforhealth.gov.uk)

[www.defra.gov.uk](http://www.defra.gov.uk)•[www.hse.gov.uk](http://www.hse.gov.uk)•[www.dfes.gov.uk](http://www.dfes.gov.uk)•[www.immunisation.nhs.uk](http://www.immunisation.nhs.uk)

Fact Sheets and further information are also available at [www.hpa.org.uk](http://www.hpa.org.uk).

[www.healthcareA2Z.org.uk](http://www.healthcareA2Z.org.uk)•[www.buginvestigators.co.uk](http://www.buginvestigators.co.uk)

## GROUNDS AND TREE MANAGEMENT

### Grounds Maintenance

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Premises Manager and SBM consultation with the Senior Leadership Team to:

- Select a competent arboriculturist to manage the individual trees, shrub and perennial/annual plants;
- In particular, to undertake a risk assessment to determine the health and safety of the trees; and
- Production of risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural survey is undertaken by Hickson Wardle Treecare Ltd every two years and the works are undertaken by them too.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager.

### Useful link

Arboricultural Association <http://www.trees.org.uk/>

<b>STATUTORY COMPLIANCE</b>
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The following table is a guidance document to assist schools in their statutory compliance. Sometimes the recommended frequency may state quarterly but the legislative recommendation could state at least annually, the guidance below takes into consideration the maintenance requirements to assist in ensuring the maintenance systems support the statutory compliance. It should be noted that an operations folder should be in place that is mirrored with the Premises manager and Business Manager, that details the last service, the required next service, and the actions required for all remedial works.

<b>BUILDING MAINTENANCE AND STATUTORY COMPLIANCE PROGRAMME</b>							
<b>STATUTORY ITEMS ARE IN BOLD</b>							
<b>PART 1-ELECTRICAL MANAGEMENT</b>							
<b>Ref</b>	<b>Description</b>	<b>Contractor</b>	<b>Legislative Recommended Frequency</b>	<b>Date Completed</b>	<b>Next Due</b>	<b>Remedial Action Required</b>	<b>Remedial Completed</b>
1	Electrical Installation Condition Report (EICR)		Maximum 5 Yearly (Frequency may be less and should comply with guidance note 3 of BS7671)				
2	Portable Appliance Testing Records	Porda	Annually				
3	Lightning Protection System		Annually				
4	RCD Testing		6 Monthly				
5	UPS (uninterruptible power supply ) Maintenance		6 Monthly				
6	Disabled WC Call Alarms		Monthly				
7	Automated gates and barriers	Porda	6 Monthly				
8	Intruder Alarm Maintenance	Glen Smith	6 Monthly				
9	CCTV Maintenance Records		6 Monthly				
10	Access Control		6 Monthly				

	Maintenance						
11	P.A. System Maintenance		6 Monthly				
12	Hearing Loop Induction Records		6 Monthly				
13	Microwave Emission Test		Annually				

**PART 2 -FIRE & LIFE MANAGEMENT**

Ref	Description	Contractor	Legislative Recommended Frequency	Date Completed	Next Due	Remedial Action Required	Remedial Completed
1	Fire Risk Assessment		Reviewed Annually				
2	Fire Alarm Weekly Test Records (call points)	Porda	Weekly				
3	Fire Detection & Alarm Service	Glen Smith	6 Monthly				
4	Fire Suppression Maintenance (Kitchen Systems)		Annually				
5	Portable Fire Extinguisher service	Glen Smith	Annually				
6	Wet/ Dry Riser Test Records		Annually				
7	Fire Hydrant Test Records		Annually				
8	Fire Curtains		6 Monthly				
9	Fire suppression system Ansel		6 Monthly				
10	Fire Shutters		6 Monthly				
11	Spring Loader Fire Dampers		Annually				
12	Mechanical Fire Dampers		2 Yearly				
13	Sprinkler System Weekly Test		Weekly				
14	Sprinkler System Maintenance		6 Monthly				
15	Emergency Lights Flick Test		Monthly				
16	Central Battery System Records		Annually				
17	Emergency Lights Annual Test		Annually				
18	Lift phone checks		Monthly				
19	Fire Door Inspections (push bar)		Monthly				



20	Fire Evacuation Procedure		Reviewed Annually				
21	Fire Alarm False Activation Records		As occurs				
22	Fire Alarm Planned Evacuation Records		Annually				
24	Fire Signage Checks		Monthly				
25	Means of Escape Inspections		Weekly				
26	Fire Evacuation Chair		Annually				

**PART 3 -MECHANICAL MANAGEMENT**

Ref	Description	Contractor	Legislative Recommended Frequency	Date Completed	Next Due	Remedial Action Required	Remedial Completed
1	Carcass Test / Gas Pipework Soundness		Annually				
2	LPG Pipework & Tank - Test & Inspection		Annually				
3	Gas Water Heater Test / Boilers/ Service records		Annually / Periodic service sheets				
4	Pressure Systems – Insurance Inspection		Annually				
5	Gas Proving System(Used anywhere gas pressure needs to be monitored, mostly in science labs, food tech catering)		Annually				
6	Gas Catering Equipment tests / Maintenance		Annually / Periodic service sheets				
7	LEV Insurance Inspections		Annually				
8	LEV Maintenance Records		Annually				
9	Fume Cupboard Maintenance		Annually				
10	Fume Cupboard Insurance Inspections		Annually				
11	Lifting equipment examinations		Monthly				
12	Oil/ Diesel Tank Inspections		6 Monthly				
13	Passenger Lifts Maintenance		6 Monthly (min)				
14	Passenger Lift Insurance		6 Monthly				

	Inspection						
15	Hoist Insurance Inspections		6 Monthly				
16	Hoists Maintenance		6 Monthly				
17	Mansafe/ Latchway Maintenance		Annually				
18	Eyebolt Test Records		Annually				
19	Mansafe/ Latchway Insurance Inspection		Annually				
20	Lifting Beams Inspections		5 Yearly				
21	A/C Systems F-Gas Documents (Safe Handling & records of work)		As required				
22	A/C Systems F-Gas Documents - Leak test for applications containing more than 3kg	E Lveson	Annually				
23	A/C Systems F-Gas Documents - Leak test for applications containing more than 30kg		6 Monthly				
24	A/C Systems F-Gas Documents - Leak test for applications containing more than 300kg		3 Monthly				
25	Radon Survey (Radon Gas Levels Assessment)		As required				
26	Fixed Access Ladder Inspections		6 Monthly				
27	Generator Service Records		6 Monthly				
28	Petrol Interceptor Maintenance		Annually				

**PART 4 - WATER MONITORING & MAINTENANCE**

Ref	Description	Contractor	Legislative Recommended Frequency	Date Completed	Next Due	Remedial Action Required	Remedial Completed
1	Water risk assessment		2 years				
2	Monitoring as Instructed Per Risk Assessment		As per WRA				
3	Flushing of Infrequently used Outlets	Porda	Weekly				

4	Readings of cold water temperature at sentinel outlets(nearest and furthest outlets from the storage tanks and water heaters).These outlets should be below 20 °C	Porda	Monthly; 14,2				
5	Readings of hot water temperature at sentinel outlets(nearest and furthest outlets from the storage tanks and water heaters).These outlets should be above 50 °C	Porda	Monthly; 51.4				
6	Hot water storage cylinders(Calorifiers) check		Annually/As perWRA				
7	Shower head/hoses Cleaned & Descaled	Porda	Quarterly				
8	Thermostatic Mixing Valve(TMV) maintenance		Annually/As perWRA				
9	Tank Chlorination		Annually/As perWRA				
10	Swimming Pools/Hydrotherapy Water Regime		Daily/weekly				
11	Drinking Fountain		3 Monthly or as defined via r/a				
12	Microbiology / water quality sampling/as per r/a		6 Monthly or as defined via r/a				

**PART 5 -BUILDING FABRIC, SCHOOL AREA & EQUIPMENT**

Ref	Description	Contractor	Legislative Recommended Frequency	Date Completed	Next Due	Remedial Action Required	Remedial Completed
1	Gym Equipment Inspection	GYM FIX	Annually				
2	Kitchen Deep Clean Records including TR19		Annually				
3	Mobile Lighting Gantry Inspect.		Annually				
4	Asbestos Survey (re-inspection)		Annually				
5	Asbestos Management		6 monthly				

	plan / inspections		depending on AMP				
6	DEC Display Energy Certificate		Annually				
7	Kitchen Grease Trap Records		6 Monthly				
8	Kitchen Extract Canopy Maintenance		Annually				
9	Ductwork Cleaning Records		Annually				
10	Automatic Door Maintenance	Porda	6 Monthly				
11	General Door Maintenance	Porda	Monthly				
12	Folding Wall System maintenance		6 Monthly				
13	DT Machinery (woodworking. Metal working equipment) Maintenance		Annually				
14	Audience Seating Maintenance		Annually				
15	Lighting Gantry Maintenance		Annually				
16	Stage Lighting Maintenance		Annually				
17	Stage AV Equipment(control mixers, speakers, amplifiers, microphone, projector) Maintenance		Annually				
18	PE Equipment Service Inspection		Annually				
19	Gutter Cleaning		Annually				
20	Play Equipment Service Inspection	Porda	Operational Quarterly and Outdoor Annually				
21	Glazing Survey/inspection including glass/metal fins and fixings		As Required following installation and manufacturer service inspection regime				
22	COSHH Risk Assessments		Annually				

23	Roof Inspections		Annually				
24	Ladder inspections	Porda	6 monthly				
25	School Radioactive Sources Monitoring check list		Annually (Science complete checklist)				
26	Tree Survey and risk assessment	Keiron Hart	Depending on risk findings from survey 1 year for higher risk zones 3 to 5 for medium/low				

<b>LEGIONELLA</b>
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It is the LA's and school's policy to comply with our duties under the HSWA and COSHH Regulations as it extends to the risks from legionella bacteria, which may arrive from our activities.

As an employer, or a person in control of the premises, we will:

- Identify and assess sources of risk;
- Manage any risks;
- Prevent or control any risks;
- Keep and maintain the correct records; and
- Carry out any other duties that we may have.

The school complies with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by Mac Mech and Co and the premises Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. Mach Mech and Co will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

This will include, with reference to the risk assessment:

- All remedial action identified in reports is undertaken within the timescale identified;
- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- Conducting necessary water temperature checks (monthly);
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- Thermostatic mixing valves(TMV) to form part of the regular test and inspection process and procedure;
- Microbiological testing of the system, in accord with the risk assessment e.g. every six months;
- Annual chlorination of the water system; and
- The Legionella risk assessment to be reviewed at least every two years by a competent person.

#### **Useful link**

The Approved Code of Practice: [Legionnaires' disease: The control of Legionella bacteria in water systems \(L8\)](#) contains practical guidance on how to manage and control the risks in your system.

<b>NOISE AT WORK</b>
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**Noise at Work**

It is the school's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put on place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- Designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;
- Line managers responsible for any processes, plant and equipment, coming within the scope of the Regulations, must ensure that noise hazards are addressed;
- Reduce or minimise noise levels according to the hierarchy of controls as stated in the Regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- Reduce time exposure wherever possible;
- Where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort; and
- Put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information, relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy.

<b>HOUSEKEEPING</b>
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**Housekeeping**

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

**Departments**

Every employee is responsible for his/her own work area on a day-to-day basis. Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste require disposal, each employee/department should make arrangements to get the waste cleared with the Premises Manager.

No waste materials may be placed in walkways or any fire escape route. Each manager is also responsible for the safety of his/her department, including housekeeping matters. Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

**Kitchenettes**

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises Manager or SBM who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

**Rest and Meeting Rooms**

Rest room, meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high risk areas.



**Food Safety**

Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserve the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

## PERSONAL PROTECTIVE EQUIPMENT

### **Personal Protective Equipment (PPE)**

It is the school's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

### **Common Selection and Use of PPE**

- PPE should be labelled to show what it protects against and is resistant to; and
- Always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2002 state that PPE on the market must be supplied with relevant information on:

- Storage, use, maintenance, servicing, cleaning and disinfecting;
- The level of protection provided by the PPE;
- Suitable PPE accessories and appropriate spare parts;
- Limitations on use; and
- The obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- Reuse disposable PPE;
- Leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- Store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- Use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

For further information, relating to COSHH refer to the relevant section of this Policy.

<b>NEW AND EXPECTANT MOTHERS</b>
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**Pregnant Workers and Nursing Mothers**

It is the school's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

**Notification**

The SBM on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, should undertake a New and Expectant Mothers risk assessment and check your workplace risk assessment to see if any new risks have arisen.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the LA's Occupational Health provider.

The SBM is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

**Rest Room**

We will provide somewhere for pregnant or breastfeeding employees to rest and lie down. Although there is no legal requirement for us to provide an environment for staff to express and store milk, please direct any enquiry of this nature to the Head of School.

## MANAGING VIOLENCE AND AGGRESSION

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work, including access to legal guidance where appropriate.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment, the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- The environment;
- Physical security precautions;
- Means of raising an alarm;
- Emergency response procedures;
- Safe systems of work;
- Training and information; and
- Individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The school recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However, the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The school will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident, the Head of School will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Head of School will be expected to ensure the actions below are taken:

- Appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- Where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible;
- A member of staff attending Hospital must be accompanied by a member of staff;
- The taking of photographs should be considered/offered as it may help with any police prosecutions etc in the future;
- The Line Manager and SBM are informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependant on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The school will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form.

This should include all incidents of swearing or verbally abuse to staff. However, it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

For incidents where e.g. parents or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc).

All reported incidents of violence should as soon as possible be investigated by the Head of School to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed.

For further information relating to Risk Assessment, Offsite Visits, Lone Working and New and Expectant Mothers, refer to the relevant section of this Policy, Corporate Health and Safety Team and the HSE website: <http://www.hse.gov.uk/violence/>

<b>PEST CONTROL</b>
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**Pest Control**

The pest control contract is undertaken by Pestforce and the contract is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager or SBM.

The school is responsible for confirming that all pest control activities are in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Biocidal Products (BPR) Regulations i.e. disinfectants and pest control products.

For further information, relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.

**COVID 19 CORONAVIRUS**

**Control of Covid 19 –Coronavirus**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.